



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



In Reply Refer To:
FWS/DFM

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Memorandum

To: Assistant Regional Directors for Budget and Administration, Regions 1-7 and
Regional Chief Financial Officers

From: Assistant Director – Business Management and Operations and
Chief Financial Officer

Subject: Use of FWS Corporate Accounts

Corporate accounts are used to purchase airline tickets for individuals who do not have a government charge card, such as interviewees, emergency firefighters, new employees, and non-Service personnel. Airline tickets for contractors may not be charged to a corporate account since contractors are not entitled to GSA contract city-pair fares. Airline tickets purchased through the corporate account must comply with all applicable portions of the Federal Travel Regulation.

The recent change to Carlson as our travel management vendor requires the Service to update its guidance and instruction concerning the use of the corporate charge card for invitational travel. The Division of Financial Management has standardized the Corporate Travel Authorization forms and the attached guidance should be used throughout the Service (attachment 1). The following key conditions apply when using the corporate account:

- To reduce internal control risks, there will be no on-line invitational travel. Only Carlson agent-assisted booking can be utilized.
- All invitational travel should be documented with an approved travel authorization form attached.
- The Service will utilize two types of forms when requesting agent-assisted reservations using the corporate account depending on the scenario:

1. For groups of less than 10 travelers, a designated form (attachment 2 - Authorization for Use of Corporate Account Less Than 10 Travelers) is for internal use and must be approved by the corporate card manager before making a telephone reservation. (Note: Carlson will accept telephone reservations **only** for groups of less than 10 travelers.)

2. For groups of 10 or more travelers, a designated form (attachment 3 – Invitational Travel Cover Sheet – More Than 10 Travelers) must be signed by the cardholder or designee and faxed to Carlson for making reservations.

- Service Program and Regional Offices must implement strong internal controls to ensure proper use of the corporate accounts.

Should you have any questions concerning the attached guidance and procedures for using the corporate charge card, please contact Marvin Wilson at 703-358-1781, or Sam Juzbasich at 703-358-2049.

Attachments

Use of FWS Corporate Accounts

This guidance and instruction replaces all previously established guidelines on the use of the FWS corporate accounts for invitational travel.

You are reminded of the Departmental policy (Financial Administration Memorandum number 98-012, dated June 23, 1998), which prohibits the issuance of a travel authorization for non-government personnel to attend meetings and conferences at government expense except as specifically provided by law. Mere attendance at a meeting or conference by a person not holding an appointment as an employee is not enough to qualify for payment of travel and/or transportation expenses. Invited officials who participate in meetings and conferences as advisors and/or by making presentations are considered to be providing a direct service and may receive direct reimbursement of their travel and transportation expenses. However, if they are performing as a contractor (individual who has been contracted to perform a service) or as an employee of a Federal Government contractor, they do not qualify.

Should you need further clarification on non-employee travel, please refer to FWS policy on non-employee travel, 265 FW 8, and the Departmental Policy (FAM 98-012). Attached are the forms to be used when requesting reservations via a FWS corporate account. As you are aware, the corporate account should only be used for invitational travel (airline only) which consists of non-FWS individuals, interviewees, emergency crews such as firefighters, new employees with immediate travel (TDY or PCS) requirements, and employees who do not have a government charge card. The points of contact (corporate managers) associated with the corporate account must provide approval to the travel arranger authorizing the booking and issuance of transportation tickets. As a result the following procedure has been established:

- The travel arranger is required to submit either the Authorization for Use of Corporate Account Form—Less than 10 Travelers (attached) or the Invitational Travel Cover Sheet—More than 10 Travelers (attached) to the Corporate Account Manager in their region or to the Division of Financial Management if the travel arranger works in Region 9.
- A copy(s) of the travel authorization must be attached to the form for each traveler.
- The Corporate Account Manager signs, approves, and returns the Authorization form to the travel arranger.
- **Invitational travel will not be booked online through SABRE due to security and audit concerns. Do not build profiles for invitational travelers.**
- For groups of less than 10 travelers, the travel arranger calls (no e-mails or faxes will be accepted by Carlson) a Carlson booking agent, explains that the traveler(s) is an invitational traveler, and books the transportation ticket. The name of the corporate account, the travel authorization number, and the cost code will be provided to Carlson by the travel arranger. Upon completion of the reservation, Carlson will provide a six character confirmation number that the travel

arranger will note on the invitational traveler's authorization form. Since Carlson will accept phone calls from all travel arrangers and not just the corporate account manager listed on the account, the Regions must all have strong internal controls. The attached form is for FWS internal tracking and control purposes. In order to ensure that travel regulations are followed, the invitational traveler will work with the travel arranger before making hotel and rental car reservations (corporate card cannot be used for hotels and rental vehicles).

- For groups of 10 or more travelers, the travel arranger will fax the Invitational Travel Cover Sheet—More than 10 Travelers and a travel authorization (DI Form 1020) for each traveler to Carlson at 1-877-834-3459. In order to ensure that travel regulations are followed, the invitational traveler will work with the travel arranger before making hotel and rental car reservations (corporate card cannot be used for hotels and rental vehicles).

**AUTHORIZATION FOR USE OF CORPORATE ACCOUNT
LESS THAN 10 TRAVELERS**

The FWS Corporate Account is applicable to the travel business line and is a means of purchasing transportation tickets for Invitational Travel which consist of non-FWS individuals, interviewees, new employees with immediate travel requirements, and employees who do not have a government charge card. **Transportation reservations must be established by a FWS authorized travel arranger and approved by a FWS corporate account official.**

Places of Travel and Travel Dates:

From:

To:

Travel Dates:

Name of Traveler

TA Number

Cost Account #

Reason for Corporate Account Use:

Invitational Traveler(s)____ **New Employee**____
Other_____

If additional information is required regarding the above reservations, please contact the Travel Arranger's name listed below.

Name of Travel Arranger_____

Office Name_____

Telephone Number:_____

Fax Number:_____

E-mail address_____

Name of BOA Corporate Account:_____

Acct #: (last 4 digits)_____ **Expiration Date:**_____

Approved:

Corporate Account Manager, Date, and Phone #

NOTE: The travel authorization(s) (DI Form 1020) MUST be attached to this form.

Attachment 2

INVITATIONAL TRAVEL COVER SHEET – MORE THAN 10 TRAVELERS

New Request _____ Modification _____ Today's Date: _____

Meeting Dates: _____ Begin & End Time: _____

Center / Group Name: _____

Group # (if available): _____ Approximate # of Travelers in Group _____

Name of Group Coordinator or Point of Contact: _____

Phone #: _____ FAX # _____

Email: _____

Location of Event Information: (Please provide detailed information, hotel name, address, phone)

Traveler Itinerary Information: Preferred Arrival Airport. Be specific if arrivals are to a multiple airport city. (I.E. Reagan National, Washington Dulles, Baltimore/Wash – for the DC Area)

Preferred Arrival Date: _____ Arrival Time: _____

Preferred Departure Date: _____ Departure Time: _____

*Note: This would be the date & time the traveler would need to arrive and depart for the meeting

Special Needs/Seat requests _____

Deviations authorized to the itinerary at the cost of the traveler: YES _____ NO _____

If yes, who does CWT contact for approval _____ Phone # _____

Additional
Notes: _____

Approved: _____

Corporate Account Approving Official, Date, and phone #

NOTE: The travel authorization(s) (DI Form 1020) MUST be attached to this form.